

REQUESTS FOR COPIES OF DOCUMENTS AND HEARINGS

If you would like to receive copies of documents from a file, please utilize our e-mail box bal.ropreview@usdoj.gov to submit your request. Your e-mail should contain the requestor's name and telephone number, file number, documents requested, the date documents are needed and a telephone number. **E-mail requests missing any of this information cannot be filled.** Court staff will strive to meet your request within 5 business days. Please note that most closed files completed at least four months prior to today's date are generally located at our Federal Retirement Center. These files require a waiting period of up to 10 business days.

Copies of documents, tapes and CD's must be picked up by 3 p.m. on or before the 5th business day. On the 6th day, documents will be returned to the file and another request will be required. Exceptions will be made on a case by case basis based on staff resources and availability.

The number of copies are limited pursuant to the [Immigration Court Practice Manual](#). Copies of the entire record of proceeding will require a written request under the Freedom of Information Act (FOIA) with the Office of General Counsel at the following address.

Office of the General Counsel
Attn: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2600
Falls Church, VA 22041

For more detailed information on filing a FOIA request, please visit <http://www.usdoj.gov/eoir/efoia/foiafact.htm>

The Court can provide copies of the *taped proceedings from a hearing, but the requestor must provide us with the same number of blank cassettes tapes before the request can be filled. Tapes should be 90 minutes in length and can be mailed or personally delivered to the Court along with your completed review form. The Court will provide CD's for cases heard after January 17, 2008. Please bring your completed [review form](#) when you pick up your CD(s).

CD and tape requests can be mailed or FedEx to the following address:

Immigration Court
31 Hopkins Plaza, Suite 440
Baltimore, MD 21201

Attention: CD & Tape Duplication Unit

*Please note that court proceedings are recorded on a four-track sound system. Unless the same type of equipment is used, the tape recording will be inaudible.